

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OKLAHOMA**

VACANCY ANNOUNCEMENT

TITLE: File/Intake Clerk

SALARY: STARTING - \$25,041 - \$34,356
Depending on Qualifications and exact duties assigned

CLOSING DATE: Friday, April 23, 2010

BACKGROUND: Must be a High School graduate with at least one year of general clerical experience. Should have basic computer skills and the ability to work with others. Experience in Legal Field and knowledge of CM/ECF case management system preferred.

DUTIES: Basic Clerical Duties including data input, answering the telephone, filing, scanning documents, metering mail and cashiering.

HOW TO APPLY: Applicants should submit an updated resume to:

U.S. District Court
333 W. Fourth St., Rm. 411
Tulsa, Ok. 74103
Attn: Clerical Vacancy

****EQUAL OPPORTUNITY EMPLOYER****